

**Participating in an IAEA Training Course**

**at**

**Argonne National Laboratory**

**Argonne, Illinois, USA**

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## Before Leaving Home - Preparing for the Training Course

### **Argonne Required Forms**

Security Clearance Information Request - The Security Clearance Information Request that is included with the selection letter from Argonne National Laboratory (ANL) should be completed and returned by fax (1-630-252-3634) as soon as possible. The information on this form is required for a security clearance which must be approved before authorizing access to the Laboratory property. The section regarding U.S. visa details can be left blank at the time of submission and faxed to the above number once the visa is received.

Travel Information Request - The completed Travel Information Request should be returned by email to [IAEA-ANLCourse@anl.gov](mailto:IAEA-ANLCourse@anl.gov) upon the completion of flight reservation and no later than 10 days before the start of the training course.

### **Applying for a U.S. Visa**

U.S. Visa - Participants of the International Atomic Energy Agency (IAEA) Training Course Program should apply for a visa. The usual visa types for this training purpose are the A-1, B-1 and G-4; however, the U.S. Embassy staff can assist with choosing the proper visa application. It is important to apply for the visa as soon as possible due to lengthy processing times. When applying, all support letters and documents from IAEA and ANL should be included with the visa application. A letter to the U.S. Embassy in support of participation is provided to the participant by ANL and should also be included with the application. This letter states that all funds for travel, lodging and incidental expenses will be paid by the IAEA in Vienna, Austria. Participants will receive no funds from the United States.

Status of visa applications should be monitored regularly. If difficulties are encountered when obtaining the visa, or if it is not received 14 days in advance of the departure date, an email should be sent to the ANL training course office at [IAEA-ANLCourse@anl.gov](mailto:IAEA-ANLCourse@anl.gov) as soon as possible. The email should include the address, phone and fax numbers of the U.S. Consulate/Embassy where the application is being processed, including the name of any individual spoken to and the reason stated for the delay or denial.

Once the approved visa is received, it should be checked carefully for any errors in entries and corrected in the office where the visa was processed. Corrections cannot be made from within the United States.

Visa Waiver Program – Participants from countries covered in the Visa Waiver Program (VWP) are allowed to attend the training course under this program without obtaining any additional U.S. visa by registering online in the U.S. Homeland Security's Electronic System for Travel Authorization (ESTA) system at [http://cbp.gov/xp/cgov/travel/id\\_visa/esta/](http://cbp.gov/xp/cgov/travel/id_visa/esta/). This automated system will determine the eligibility of visitors to travel to the U.S. under the VWP. If eligible, the participant is requested to inform the ANL training course office at [IAEA-ANLCourse@anl.gov](mailto:IAEA-ANLCourse@anl.gov).

Transit Visas - It is the traveler's responsibility to inquire if a transit visa will be needed for stopovers in other countries. Many countries/airports process transit visas at the airport itself; however, some transit visas must be issued in advance from the traveler's home country by the applicable consulate of that country. Since these rules and regulations are subject to change from time to time, it is recommended to check the requirements before travelling.

Dependents – The United States cannot assume responsibility for the dependents or provide support for their visas. Therefore, it is recommended that family members do not accompany participants in the U.S. at the time of training.

### **Accommodations for Participants in the Training Course**

Reservations – Upon receipt of the completed Travel Information Request, ANL staff will make hotel reservations at Aloft Bolingbrook, which is located approximately five miles (8 km.) from the ANL property. Each room has a king bed and includes a refrigerator (microwaves are available upon request for no additional charge). If there is a change in the flight schedule or date of departure **prior to the departure date from home**, please contact the ANL training course office via email at [IAEA-ANLCourse@anl.gov](mailto:IAEA-ANLCourse@anl.gov) immediately in order to adjust or cancel a room reservation. Additional information about the hotel and the surrounding area can be found at: <http://aloftbolingbrook.com>.

Cancellation Policy – If an unexpected situation occurs on the date of scheduled departure, it is imperative to notify the Aloft Bolingbrook **no later than 12:00 p.m. Noon CST on the day of arrival**, to inform of the situation by calling the toll-free number (1-877-462-5638). If the situation occurs within the U.S., the number can be dialed from any telephone free of charge. If the problem occurs while in transit in another country, the toll-free number should be provided to the telephone operator. The operator will inform if the call is free of charge or if there is a fee to place the call. If possible, please also send an email to [IAEA-ANLCourse@anl.gov](mailto:IAEA-ANLCourse@anl.gov) by 12:00 p.m. Noon CST on the day of arrival, and a staff member will contact the hotel to confirm the room cancellation. **If the reservation is not canceled, the charge is the responsibility of the participant.**

Internet Access – Aloft Bolingbrook offers free wired and wireless internet service for guests' personal computers. Services are provided to automatically supply an IP network number to a properly configured computer. There are also two complimentary computers available in the hotel lobby area.

### **Medications**

Persons taking medication should travel with the correct amount to cover the time period in the U.S. Obtaining medicine in the U.S. is very expensive and can only be obtained if a U.S. physician writes the prescription.

### **Website for Training Course Information**

In the weeks before the training course, participants will be notified with a password when course information is available online at [international.anl.gov](http://international.anl.gov). The website will include the course prospectus, calendar of lectures, social calendar, lecture material, vitae, and other relevant information. All lecture material will be available for downloading at the website, and a CD of the materials will be available from the ANL course staff.

### **Weather in the Chicago Area**

The weather in the Argonne/Chicago, IL area lies within the humid continental climate zone, and experiences four distinct seasons. Summers are warm and humid, with a July daily average of 75.5°F (24.2°C). In a normal summer, temperatures can exceed 90°F (32°C). Winters are cold, snowy and windy, with some sunny days; and with a January average of 23.5°F (–4.7°C). Temperatures often stay below freezing for an entire day. Spring and fall are mild seasons with low humidity. Depending on the time of year, a traveler should **dress accordingly, bringing clothing appropriate for the weather**. A suggested website for current weather is:

<http://www.accuweather.com/us/il/lemont/60439/city-weather-forecast.asp>.

## Arrival in the United States

### Chicago Airport and Travel Information

Luggage - It is important to carry at least one (recommend two) change of clothing in carry-on bags on the airplane in the event that checked baggage is delayed. A nametag should be placed on all checked baggage when departing home. Valuables should be left at home.

Transportation from Chicago Airport– Round-trip transportation will be arranged by Argonne for all participants through All Service Limousine. Participants arriving at the airport on the same flight or close to the same time will be grouped into a shared ride. The special rate from All Service Limousine is very inexpensive in comparison to other companies. **Please do not use another transportation service from the airport to hotel, as all participants are still responsible for paying the pre-arranged service.**

**Upon arrival at the hotel and before departing the limousine, please be prepared to pay the driver with cash or credit card.** Payment for the transportation is the responsibility of the participants.

More details regarding the airport transportation will be provided to the participants before departing to the U.S.

## Hotel - Aloft Bolingbrook

Arrival at Hotel – Upon arrival at the hotel, please check in at the front desk. The rooms are reserved under participants' names. The cost of the room is \$74.00 per night (\$85.84 with taxes). The rate includes a daily \$5.00 voucher towards breakfast. **It is your responsibility to pay your bill at the hotel. Aloft requires a credit card upon check in at the hotel. If you prefer to pay your hotel bill with cash, they will still need the credit card on file for any incidental charges incurred by you. If you do not have a credit card, it is required that you pay the full bill for the entire stay as soon as possible with cash.**

Online Check-in Confirmation – After checking in and putting luggage into the hotel rooms, participants are required to notify the training course staff of hotel check-in through the training course website. The website can be accessed at [international.anl.gov](http://international.anl.gov) and clicking the link to the course attended. Computers are available for guest use in the hotel lobby.

Telephone Use and Charges - Due to the expense of outgoing calls made from the hotel room phone, purchasing a phone calling card is highly recommended. Phone cards are available for purchase at many local stores. **The room occupant is responsible for any phone charges incurred in the hotel room.**

For calls received during lectures, the main telephone number for the training course office is 1-630-252-3386 from 8:30 a.m. to 5:00 p.m., Monday through Friday.

Food Services – Located in the Aloft lobby is the [Re:Fuel](#) self-serve eatery full of mix-and-match meals and open 24 hours every day. The hotel offers room service for those who prefer to stay in their room. The front desk staff can provide information about local restaurants that are within walking distance or that can be accessed by the complimentary shuttle service.

Hotel Amenities and Area Information – In addition to food services, the hotel offers complimentary coffee in the lobby every morning, indoor swimming pool, fitness room, pool table and games in the lobby, lounge, ATM machine, free passes to the LA Fitness Center located next to the hotel, shuttle service, and

much more. Additional information about the hotel and the surrounding area can be found at: <http://aloftbolingbrook.com> or by asking a staff member at the front desk. Aloft is a smoke-free hotel.

Shuttle Service To/From Argonne - Aloft provides complimentary shuttle service to and from ANL each day for training course participants. The shuttle schedule will be provided at hotel check in. The shuttle will depart each morning in front the hotel to take all participants to the lecture location on the ANL property. The shuttle will also provide transportation back to the hotel at the end of each day. Be punctual.

## **Argonne National Laboratory**

### **Safety and Security at Argonne**

Safety and Security are always foremost at ANL. All comments or jokes about the presence of explosives, weapons, or any statements perceived as threatening will be taken very seriously and will be considered an actual threat. Employee and visitor vehicles are randomly selected to be searched upon entering the site.

### **Argonne Site Information**

Argonne Visitor Gate Pass – It is mandatory to wear a gate pass at all times while on the Argonne site. The gate pass should not be worn outside the Laboratory; however, it should be carried at all times, as it is required at the gate for re-entry to the site.

No Smoking Policy - The smoking of tobacco products is prohibited in all interior space on the Laboratory site, except for those rooms/areas of the Guest House and lodging facilities specifically designated for smoking. Smoking is prohibited in any outdoor areas in front of air intake ducts or immediately in front of the main entrance to a building.

On-Site Food Services - There is a [cafeteria](#) located on Argonne property that serves meals Monday through Friday. Breakfast served: 7:00 a.m. – 9:00 a.m. and lunch served: 11:15 a.m. - 1:30 p.m. Other on-site food services are available at the [Argonne Guest House Restaurant](#) and the [401 Grill](#).

For those who prefer to bring a lunch each day, there is a refrigerator, microwave and toaster oven available for use in the area of the training course lecture hall/classrooms. Utensils and plates are available. Everyone is responsible for cleaning up after themselves. There is also a microwave available in the seating area of the cafeteria.

Argonne Campus – Information about Argonne, including a map of campus can be found at: <http://www.anl.gov/Administration/visit.html>.

### **Business Gift Policy at Argonne**

Although it is customary in some countries to give or receive gifts to express appreciation or to strengthen business relationships, Argonne has strict policies against their employees accepting gifts. To avoid creating any problems, it is imperative that everyone respects this policy.

## **Training Course Participation**

### **Validity of IAEA Training Course Participant Award**

By accepting the award of participation in the IAEA Training Course Program, it is agreed to comply with the obligation of attending all lectures and other course-related working sessions, as well as staying at the

lodging reserved by ANL. Should a participant not be present, without prior notification to and consent from the IAEA and the host country, the award may automatically be canceled, and may be sent home.

### **Training Course Information**

Lectures– The lectures will be held in Auditorium Room B-002 in the lower level of Building 223, begin promptly at the times stated on the training course agenda. Participants will be notified if there is a change in the schedule.

Refreshments –Coffee and tea are available on each day of the course. A light snack will be provided during the morning break. Please keep the kitchen and break areas clean.

Mailboxes and Lockers – On the first day of training, each participant will receive a mailbox and locker assignment, both having matching numbers. Mailboxes are located inside the classroom in which the participant is located. The mailbox should be checked throughout the day for course announcements, faxes and additional lecture materials.

The lockers are located in the hallway next to the coat rack outside the lecture room. The locker key can be found inside the assigned mailbox. Valuables should be secured inside the assigned locker, especially during lectures and breaks, to avoid having any items lost or stolen.

Faxes and Photocopies – A fax machine is available in the training area and may be used with the assistance of training course staff. Complete a fax cover sheet (available from course staff), including the country code, city code and telephone number. The confirmed fax will be returned to the participant's mailbox once confirmation is received that it has gone through successfully. A photocopier is available outside the training classroom area in Building 223. If assistance is required, please see the training course staff.

Reading Materials – Participants are welcome to read any of the materials provided in the training area; however, they should not be taken out from this area.

### **Additional Information**

Shopping and Sightseeing - Participants will have an opportunity to go to grocery stores and a variety of shopping locations nearby Aloft Bolingbrook within walking distance or by riding the hotel shuttle. A social calendar of other planned evening activities will also be provided to participants.

Personal Mail/Packages – All personal mail should be delivered to the hotel address: Aloft Hotel, Bolingbrook, 500 Janes Avenue, Bolingbrook, IL 60440. The front desk will notify hotel guests of any mail or packages that are delivered. Do not have deliveries sent to the Argonne address.